



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

April 23, 1981

PERSONNEL MANAGEMENT LETTER NO. 81-18 (511)

Subject: Preparation of Evaluation Statements

To: Personnel Officers

This Personnel Management Letter is intended to clarify the Department's policy on the preparation of evaluation statements, as initially stated in 370 DM 511,4.

The purpose of the evaluation statement is to set forth the reasons why the position under consideration should be classified to the series and grade level proposed. A well documented evaluation statement serves as an historical, permanent record for the use of future classifiers as to the rationale used to determine the title, series, and grade of the position.

Evaluation statements will be prepared when classifying the following positions:

1. all key positions;
2. all supervisory positions;
3. mixed series positions (those for which more than one series have been applied);
4. mixed grade positions (those falling partly in one grade, partly in another);
5. positions which are being downgraded;
6. positions which are being upgraded beyond the full performance level;
7. positions allocated to a series which has no published classification standard;
8. any position in which the "Impact of the Man on the Job" concept has been applied.

Evaluation statements should contain, as a minimum, the following information: (Bureaus may develop their own format for evaluation statements, as long as the following information is covered.)

INQUIRIES: A. G. Coulter, Division of Position Classification and Management,
Room 5023, Ext. 4231

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1. The series, grade, and title of the position.
2. The number of the position.
3. Background information pertinent to the classification of the position. The information should include facts such as: the source of the duties (e.g., new programs, reorganization, reassignment from other positions), and the reasons for establishing the position.
4. Basis for the occupational series. This portion of the evaluation statement will provide the documentation for the occupational series assigned to the position. The primary reference will be to pertinent Office of Personnel Management position classification standards. If there is no published classification standard, the Handbook of Occupational Groups and Series of Classes will serve as a reference.
5. Basis for the grade. This portion of the evaluation statement will supply the reasons for the grade level assigned to the position. As in the case of series determination, primary reliance will be placed on the appropriate position classification standard. If no published classification standard exists, standards for closely related series should be used. The grade should not be based on:
 - a. comparison with the grade level definitions in Title V, which are too broad and generally worded to be meaningful;
 - b. long excerpts copied from a classification standard;
 - c. comparisons with positions having similar titles or duties. Comparisons with other positions may be useful to supplement the evaluation made by a classification standard, but should never be the sole basis for allocating the grade level of a position.
6. The evaluation statement must be signed and dated by the classifier who prepared it.

The information contained in this Personnel Management Letter will be incorporated into 370 DM 511 when that chapter is revised.

A handwritten signature in black ink, appearing to read "M. A. [unclear]", written in a cursive style.

Director of Personnel



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PERSONNEL MANAGEMENT LETTER NO. 80-48 (511)

Subject: Use of Single-Agency Classification Standards

To: Personnel Officers

The Office of Personnel Management recently issued FPM Letter 511-8, dated November 5, 1980, indicating that it will begin publishing single-agency classification standards for distribution to all agencies. Your office should already have received copies of this Letter. The intent of this change in OPM's previous policy on single-agency standards is to make these standards available for cross-series comparison purposes and for other general reference uses.

As stated in the FPM Letter, OPM requires agencies to obtain prior approval before they are authorized to classify a position in a series reserved for single-agency use. Therefore, any bureau in this Department wishing to classify a position in a single-agency series should prepare a request addressed to the Director, Standards Development Center, OPM, for my signature. The request should include the supporting justification which is described in the FPM Letter.

Director of Personnel

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